

## Instructions for Completing the Staff Record Form

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1. This form must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection. **In order for your license to be renewed, this form must be accurately completed before your Licensing Specialist arrives for your Announced Inspection.** If this form is accurately completed, it will lessen the number of child files that need to be reviewed during your inspection.
2. At the top of the first page list the program's name, address, and the date you completed the form.
3. In the first three columns list the first name, middle initial, and last name for each owner, employee, volunteer, and member of your governing board (if you have one).
4. In the fourth column, write the person's start date **only** if they are a new person who started **after** the date of your last Announced Inspection. The start date is the first date the person is **paid** for work.
5. In the fifth column, list the position(s) the person holds. If they hold more than one position, list all positions.
6. Do not write in the sixth column. This column is for Licensing office use only.
7. Make additional copies if more pages are needed to include all owners, employees, substitutes, volunteers, and members of the governing board (if you have one).

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at:

[www.health.utah.gov/licensing](http://www.health.utah.gov/licensing)